

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
Great Falls Regional Prison
3800 Ulm N. Frontage Rd.
Great Falls, MT
January 21, 2014**

Roll Call –Warden Joan Daly, Warden Martin Frink , Warden Leroy Kirkegard, Commander Dan O’Fallon, Chairman Patrick Smith, Deputy Director Loraine Wodnik.

Via telephone conference – Warden Tom Green, Lieutenant Casey Riley, Captain Jon Barthel.

Via vision Net- None

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting
Moved to approve the minutes –Warden Martin Frink
Seconded the motion – Warden Leroy Kirkegard
All approved

Welcome and introductions.

In addition to the above people, the following were present- Colleen Ambrose, Kurt Aughney, Darren Bryce, Anthony Cacace, Roger Handa, Travis Harris, Lena Havron, Andrew Jess, Jerry Johnson, Louis Peterson, Billie Reich, Kara Sperle, Alex Schroeckenstein, Christine Slaughter, and Shelly Steyh.

Public-None in attendance

Legislative and Management Team Updates – Deputy Director Wodnik

We are getting prepared for the upcoming legislature with EPP updates and budget changes for next year. There has been some minor reorganization to the DOC. Andrew Jess was has been hired as the PREA Coordinator to fill Scott Catey’s place. This area will be getting a lot of attention in the coming months. Kila Shepherd is the new Human Resource Director. The Department is in the process of centralizing the mental health and medical staff so all the facilities can utilize and share the knowledge and resources. Quality assurance had been reorganized a little to be a better department. The first programs to be looked at for quality assurance are the Pre Release Centers to help them be more consistent and compliant.

Division Updates – Warden Kirkegard

Patrick Sheehan is MSP's new Policy/PREA specialist. Director Batista and Warden Kirkegard had to go before a panel for the Bureau of Justice to answer questions on a PREA survey. We are working with legal on individual education plans for young offenders that come in to MSP. We are starting the EPP process for our long range building planning. Montana State Prison is still short 52 officers. The Montana State Prison population has been at about 1430 inmates. Warden Kirkegard and Deputy Director Wodnik have a meeting scheduled with the governor to discuss the pay issues. Loraine Wodnik and Warden Kirkegard said they are trying to get the wage up for the officers.

Update on approved magazines and books –Billie Reich

In November we updated the Correspondence Policy and restricted books list. Lieutenant Chris Lamb and Billy Reich have been updating this list and putting it on the "I" drive. Denise Deyott has come up with the list of the magazines that we consistently have had to turn away. Pat Smith stated we have built these lists through trial and error. Pat Smith stated that we have put the list on the MDOC J Drive so the contract monitors can have access for the contract facilities. Lieutenant Lamb is the main contact person at MSP for the magazine list. Also if you have questions on magazines you can contact Heidi Crowe and Jerry Johnson. Judy Beck suggested putting the restricted lists on the website so the offenders' family would know what they could have. Billy Reich stated that Grievances on books have gone down considerably since they have put the list out to the offenders. Warden Kirkegard stated that before we had the approved list that the books would sit for so long that the offenders or their family could not get a refund if it was not approved. Pat Smith asked if Billie Reich would help the Montana Women's Prison with this process. Billie Reich will send the forms out and will help the Montana Women's Prison. Colleen Ambrose stated as long as we are consistent with our book and magazine list it is fine. Billie Reich stated that the offenders still have the grievance process if they do not agree.

Discussion on responses to public comment- All members and Legal

Pat said we have had quite a bit of discussion on how we are supposed to respond to the public comment. Warden Kirkegard had issues with not being able to respond to the concerns the public turned in. Colleen thinks that establishing good public relations is good. Colleen asked if there is there a reason why you want to respond to them in writing. Commander O'Fallon stated we need to respond or it implies we are agreeing with what they have said. Warden Kirkegard stated that the response should be able to be posted with the comment or question so everyone can see it. Colleen Ambrose said from a legal standpoint there is no problem with responding in writing. The committee decided the public should get us written information prior to the meeting, if not it would not be addressed until the next meeting.

Colleen Ambrose agreed if they send in a written comment prior to the Prison Board meeting that would work. Warden Green and Warden Frink stated that it would be a good idea to be able to respond. Commander Dan O'Fallon stated that it would be easier to address at the next meeting. Deputy Director Wodnik stated that we should give the public parameters and guidelines. Pat Smith said he would put something together and put it on the website. Warden Kirkegard stated that if the public arrived at the Prison Issues meeting they should be heard and their concerns would be looked into and then we could respond in writing if appropriate.

Roundtable Discussion on Inmate/Facility Issues

CCC – Warden Martin Frink

Warden Frink stated that have about 10 vacant CO positions, also one mental health and one maintenance supervisor. The new associate warden should be starting shortly. There have been complaints about the heating in the facility and the issues have been looked into and addressed.

GFRP – Commander Dan O’Fallon

Commander Dan O’Fallon said that they had let the GED teacher go. The job had to be re-posted. The new IPPO is wonderful and is working well with their team. Great Falls Regional Prison is down 3 officers and they are doing interviews on January 24, 2014.

Deputy Director Wodnik

Deputy Director Wodnik stated that hopefully the Legislature will look at pay issues; in the meantime she is trying to work on a solution.

DCCF- Warden Tom Green

Warden Tom Green said a new case manager has been hired. Our security staff positions are full. The GED program is up and running again. Dawson County Correctional Facility is looking at expanding their garden program in the spring and they are getting lots of public support. They are also looking at doing an 8 week grief group. The Dawson County jail ADP is 37. Dawson County is also looking at possibly expanding its facility, which will have to be voted on by the community.

MWP- Warden Joan Daly

Warden Joan Daly stated that she got to go tour a Denver correctional facility. Montana Women’s Prison was looking at what they do with their dog program and if there was anything they could do differently. Director Batista came down for their Tribal Relations Committee tour. MWP’s medical department is now fully staffed. There are two correctional officer openings. The case manager is now on board with reentry plans and is focused on the high risk offenders. Warden Daly stated that reentry plans will help them prepare for being in the community. Montana Women’s Prison is going through all the property making sure all the offenders have what they are allowed in the property policy.

MSP- Warden Leroy Kirkegard

Warden Kirkegard said with the shortage of officers they are usually running about 17 positions of overtime per shift and are still ending up closing posts. This makes for a lot of tired officers. There are 16 new officers that have been hired. There has been a rise of younger offenders coming into the Montana State Prison. MSP is seeing lots of Spice and related violent acts.

Internally we have the case managers ready to go on reentry, most are trained on MORRA and MI. Chris Lansford of MCE resigned and took a job in Hawaii. We have started a new program with inmates talking to incoming offenders of what to expect. They have had offenders like Billy Brown that has 9 years of clear conduct talk to them.

Policy – Kurt Aughney

Kurt Aughney said we have a new gate money policy. In the past we had put a limit on the bus money of \$200.00. Lena said they are running into a problem of the offender having no money on their trip for food till they get where they are going. Lena Havron stated that some of the responsibilities should be on the offenders. Lena said they should take away the cap or allow for some varying circumstances. Everyone agreed to allow for Lena’s language to allow for this.

Christine Slaughter, the IPPO, thinks if the policy gets adjusted and is too vague, it will become a problem. She said IWF assistance for housing needs to be specific to what they consider housing such as power bills, etc. Pat Smith stated that we wanted it so the IPPO’s or P.O.’s could decide what the offender was going to need it for. Dan O’Fallon agreed that it should be from the direction of the IPPO’s.

Quality Assurance – Anthony Cacace

Anthony spoke about the licensure audit at CCC in Shelby and said it went well. They had a couple of issues that were corrected and a follow up visit allowed for the license to be issued. He thanked CCC staff for a job well done.

Form sub-committee to review inmate compensation-Pat Smith

Pat Smith apologized that he was not able to get a subcommittee together yet to review inmate compensation. Each facility/program agreed that they would assign staff to the committee and would email Pat Smith the names. Kurt Aughney is going to chair this committee. The committee will have comments and suggestions ready at the next Prison Issues Board.

Review of GED incentives-Legal&Lena Havron/Kara Sperle

Kara said she spoke to Colleen about what MCE was trying to do and the process being used. Kara didn't think we should account for it the way it was happening. Colleen asked if that would take about \$1500 dollars a year? It was thought that was the estimate given at the last meeting, but we did not have an MCE representative to confirm. Colleen also thought there may be an issue with the accounting part of it. Dan O'Fallon stated if they get paid for that then they will be expected to get paid for CP&R and Anger Management. It was decided to put this as part of the agenda for the subcommittee formed to address inmate compensation and get some more input from MCE.

Review adjusted IWF Annual Budgets, Accounts & Global Fund Updates, Quarterly Requests, Funding Reviews, and New Business- Lena Havron and Kara Sperle

Lena Havron stated that we closed out the rest of the MASC funds and moved to the Global Funds. Lena stated that the Global fund annual allocation for FY14 will be \$62,000. Pat Smith stated that it is a one-time annual amount that will change in amount from year to year.

Next meeting each facility will have to have all your annual projected IWF budgets and property/canteen reviews ready so they can be reviewed and approved at the next meeting. Please get your budget drafts to Lena before the next meeting.

Lena then asked for IWF requests.

Warden Martin Frink is requesting recreation equipment of \$50,999. Warden Frink stated the equipment is over 14 years old. Pat Smith asked for a list of equipment they want to replace. Pat Smith stated replacement could be spread out between a few years if need be. Pat question if originally CCA had paid for all the original equipment. Warden Frink confirmed that CCA paid for the recreation equipment the first time. Anthony Cacace stated seeing it was CCA that paid for the original equipment there is not an issue on how they dispose of the old equipment. Considering the amount, Warden Frink was reminded that the RFP process had to be used.

Moved to approve the weight equipment purchase – Warden Kirkegard

Second the motion – Commander Dan O'Fallon

All approved the purchase.

Lena presented a request from the Legal department for the Legal Shepard's system. The inmates were all in support of this. The amount for FY13 and FY14 would be \$18,126.00 and this program would be added on to the Lexus Nexus system with quarterly updates.

Colleen said we are not ordered or required to provide this. The inmates would be able to go in and do their own research. She is not sure that it will not work 100% with their current system, but Lexus says it will work. It would have to come out of the Global fund annually. Dan O'Fallon asked if we can we have a trial period before we pay for this. Warden Kirkegard thinks we should table it until we can talk to the Lexus Nexus Company and find out if it will work completely and correctly with a possible trial period. Colleen said she could contact the company and see if that could be arranged.

Motion to table the process until the next meeting – Commander Dan O'Fallon

Second the motion – Warden Martin Frink

All approved

MSP will be allocating for steps for new direction books for \$15,000 but were not ready to present it yet. Pat Smith stated that they could send the proposal to him and he could arrange a vote through email at a later date on this.

Public Comment Period- None Present

Other Security/Confidential issues if needed

None

Pat Smith stated that we were looking at how many times the Prison Issues Board should meet. Pat Smith suggested spring and fall meetings. Loraine Wodnik asked if it was just an internal board. The answer is yes, it is not mandated by statute. Legal stated it should be fine with whatever the Board decides. Commander Dan O'Fallon stated that four times a year is a lot but he likes to see each other to see and talk about what is going on with everyone's facilities.

Warden Martin Frink stated he grew up in a larger system that met monthly. I think we communicate better when we meet more. I enjoy seeing and talking to people.

Warden Tom Green stated that he is good with meeting 2 or 3 times a year. Warden Green said that he thought 4 times a year is too much.

Warden Joan Daly stated that she enjoys these meetings and learns a lot.

Deputy Director Loraine Wodnik stated that 3 times a year would be good. Loraine Wodnik stated that if needed the Board members should help fill the agenda.

The winter meetings can be tough travel wise but are usually good meetings. Darren Bryce suggested that we could meet through video conference during the winter months.

Pat Smith suggested that we meet in May, September, January and every other year during the legislative session we will plan to meet after subcommittee hearings as everyone was usually there anyway.

Move to approve 3 meetings per year, preferably in May, Sept and January, for the meeting of the Prison Issues Board – Warden Leroy Kirkegard

Seconded the motion – Commander Dan O'Fallon

All approved

The next meeting will be May 13, 2014 at Crossroads Correctional Center at 10:00 a.m. until 2:00 p.m.